

How to Use the Telephone

OBTAIN CORRECT TELEPHONE NUMBER

Please obtain the correct telephone number from the current issue of the Telephone Directory. If the listing is not found, call INFORMATION.

HERE IS A GUIDE FOR GIVING TELEPHONE NUMBERS

300	—"Three-Hundred"
700-R-1	—"Seven-Hundred-R-One"
20	—"Two-Oh"
1708	—"One Seven-Oh Eight"
5000	—"Five-Thousand"

LISTENING FOR SIGNALS

After placing a call, listen for the ringing signal, busy signal, or report from the operator. Please do not abandon the call until the called party has had a reasonable time to answer. The ringing signal is a burring sound heard at regular intervals. The busy signal is a steady buzz-buzz

sound. When you hear the busy signal, please replace the receiver and call later.

ANSWERING CALLS

When answering calls, time will be saved if you give your own number or name.

PUBLIC TELEPHONES

Instructions regarding the use of Public Telephones are posted on or near the telephone instrument.

No charge will be made on a local call which is not completed, or on a call for a number which has been changed, unless a connection is established to the new number.

Please report service difficulties or requests for refunds to the operator promptly.

In case coins are collected in error, please notify the operator promptly in order that proper adjustment may be arranged.

INTER-CITY CALLS

I. Calls Handled by Your Local Operator

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Give all Inter-City Calls to your local operator. Determine whether STATION-TO-STATION SERVICE or PERSON-TO-PERSON SERVICE is desired. To assist you in deciding, these two types of service are explained below:

STATION-TO-STATION SERVICE

A Station-to-Station call is one on which you talk with ANYONE WHO ANSWERS at the called telephone.

FEATURES OF STATION-TO-STATION CALLS

1. They are completed more quickly.
2. The rates are less than on Person-to-Person calls.
3. There are no Report charges. (An exception is a Collect Call on which the party at the called telephone refuses to pay the charges).
4. Rates are reduced during the evening and night hours if the initial period Station-to-Station day rate exceeds 25 cents.
5. Charges begin when called telephone is answered.
6. Charges may be made collect without any change in rate when the initial period rate is 25c or more; when the initial period rate is 20c, a collect Station-

to-Station rate of 25c applies, and when less than 20c the corresponding Person-to-Person classification and rate applies, provided this service is available.

PERSON-TO-PERSON SERVICE

A Person-to-Person call is one on which you talk with a PARTICULAR PERSON (or Private Branch Exchange Station) SPECIFIED BY YOU.

FEATURES OF PERSON-TO-PERSON CALLS

1. A 3-minute period from start of conversation is allowed before overtime charges begin.
2. If the called telephone is reached by the operator but the call cannot be completed because the person desired is not available, a nominal report charge is made.
3. Charges may be made collect at no additional cost.

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